

NON-TITLE V PERMIT APPLICATION INSTRUCTIONS
FACILITY IDENTIFICATION FORM (APC 100)

This form should be completed for each permit required. Examples of permit units (sources) are:

- Process equipment which operates, or could operate, as an independent unit.
- Process equipment sharing common air pollution control equipment.
- Boilers located close together and whose plumes tend to merge will generally constitute.
- Wood-fired boilers should have individual applications.
- Incinerators should have individual applications.

Please refer to Chapter 1200-03-09 of the Tennessee Air Pollution Control Regulations for information concerning application requirements. The purpose of this form is to supply general and contact information for a facility.

If the source has not changed since the last time complete application information was submitted, APC 100 forms only are sufficient for permit renewals. For initial applications, or whenever a source has changed, the APC 100 forms should be accompanied by the appropriate source and emission point description forms. If necessary, please contact the Tennessee APC office indicated on the form for information concerning applicable forms.

1. The organization's legal name is the name under which the company as a whole operates in the event it may have multiple facilities or subsections. The right-hand portions of the first two lines are intended for APC Division use only.
2. The facility specific name if different from the organization's legal name.
3. Site address should indicate as clearly as possible the actual source location including the county in which it is located. This need not be a mailing address. If it is a rural location, indicate the direction and approximate distance from a well-established reference point such as a town or major road intersection.
4. North American Industrial Classification System (NAICS) or Standard Industrial Classification (SIC) code of facility. If you do not know your code, these websites can help: <http://www.census.gov/eos/www/naics/> or <http://www.osha.gov/pls/imis/sicsearch.html>. The NAICS code is preferred.
5. Location of the emission point should be entered in latitude & longitude to the nearest second or in decimal form. Examples: 36°9'48" N, 86°46'44"W or 36.1632, -86.7788
6. The Responsible Person may be the owner, president, vice-president, general partner, plant manager, environmental/health/safety coordinator, or other person that is able to represent and bind the facility in environmental permitting affairs.
7. If different from Responsible Person, the Technical contact is someone who can be contacted concerning possible questions regarding the application. This should preferably be someone at the plant location if possible. Mailing address is the address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
8. If different from Responsible Person, the Billing contact is someone who can be contacted concerning possible questions regarding fees (application, annual emissions, etc.). Mailing address is the address to which fee notices or other correspondence concerning fees will normally be mailed.

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9. Emission Source number should be a simple code designated by the applicant which uniquely identifies the equipment covered by the application. It will be used to identify the equipment under consideration and to distinguish it from other possibly similar equipment. If a facility diagram or process flow chart is required for any additional forms, the Emission Source number should match the designations on the diagram or chart. It should be referenced on all future correspondence concerning the equipment in question. Once assigned, this code should not be changed. If a change is required, the reason for the change as well as the previous and the new codes should be well explained in item 10.
10. Brief description of emission source should very briefly describe the type of equipment covered by the application such as, incinerator, oil fired boilers, printing press, rock crusher, etc.
11. Normal operation should reflect the schedule when any or all of the equipment covered by this application is in operation. Days/year need to be completed only if operation is so limited that it cannot be adequately described by days/week or weeks/year.
12. Percent annual throughput should reflect the approximate seasonal nature of the process. If the operation is not seasonal, enter 25% for each.
13. Check either Operating Permit or Construction Permit. If you check Construction Permit, then check either New Construction, Modification, or Location Transfer.

If the source has been previously permitted, either operating or construction, enter the most recent permit number and the emission source reference number listed on the permit.

For operating, indicate approximate construction starting and completion dates for the source covered by the application.

For new construction, indicate estimated construction starting and completion dates.

If the source was modified (not counting modifications made exclusively to control equipment) after original construction, enter the construction starting and completion dates for the most recent modification. For purposes of the application, a modification is any physical change in or change in the method of operation of an air contaminant source, which increases the amount of any air contaminant (to which an emission standard applies) emitted by such source or which results in the emission of any air contaminant (to which an emission standard applies) not previously emitted. (See TAPCR 1200-03-02-.01(1)(aa) for further information).

Location transfer is applicable only to portable sources such as portable asphalt plants, etc. Indicate the estimated date on which the source will be moved to the new location. If the source has been previously permitted, enter the most recent permit number and the permit emission source reference number. Also clearly indicate the location at which the source is currently, or has most recently, operated

14. If the equipment or operation has not changed since the last construction or operating permit application, indicate none. Otherwise briefly describe the changes which have been made since the last application. If it is the first application for the equipment, please so indicate.
15. Applications should be signed by the person directly responsible for local plant operations. Unsigned and/or undated applications will not be processed.